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*Distribution omitted*

Date: 22 October 1958

TO : All ARO except NSC, DD/P and RI Staff

FROM : Chief, Records Management Staff

SUBJECT: Revised Form 240, Courier Receipt and Log Record, and  
Revised Agency Chain Envelope

1. Enclosed are copies of revised Form 240, Courier Receipt and Log Record, the new Agency Chain Envelope, and instructions for using these items. Supplies of both Form 240 and the Chain Envelope are now in Building Supply Rooms. The Chain Envelope is available in two sizes, 10" x 15" and 9½" x 12".

2. Building Supply Officers also have copies of the attached instructions, which they are distributing simultaneously with issuing the courier receipts and envelopes.



Enclosures (3)

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